

BOARD OF APPEALS UNDER THE ZONING BY-LAWS

BRAINTREE, MASSACHUSETTS

RULES AND REGULATIONS FOR FILING APPLICATIONS

(Please read entire package before submitting application to the Building Department)

Processing of Appeals Application- All application packages must be received at least 30 days prior to the next scheduled Zoning Board of Appeals meeting. Meetings are scheduled on the 4th Tuesday of the month and begin at 7:00 p.m. (notices will be mailed with correct time and date)

Materials needed to apply for variance:

- Appeal Application completed and signed in applicable sections
- Certified Stamped Abutters List
- Stamped addressed envelopes of abutters in order as they appear on the certified abutters list (**do not put return address on envelopes**)
- Copy of the latest Tax Bill (if applicant is new to property and has not yet received a tax bill, a copy of the purchase and sales agreement may be substituted).
- Four copies of Stamped Certified Plot Plan, Newly Prepared by a Registered Land Surveyor locating Proposed and Existing structures and/or Proposed Additions
- Check for \$ 150.00 made out to the “Town of Braintree”

Prepared Abutters List- This list identifies all “Parties in Interest” owners of land directly opposite on any public or private street or way, and abutters to the abutters with-in 300 feet.

1. In order to prepare the abutters list, use the Assessor Maps and Corresponding Books listing property owner’s names and mailing addresses. This material is located at the Engineering Department in the Lower Level of the Town Hall. If you have any questions or need help please ask.
2. When the abutter’s list is completed, bring the list to the Town Assessors Office located on the second floor of the Town Hall for certification and stamping. Please note that there may be a waiting period of two weeks for this certification process.

3. Arrange to meet with a Building Inspector, Appeals application must be complete and signed prior to this meeting. Office hours are 8:00 a.m. – 10:00 a.m. and 3:00 p.m.- 4:30 p.m. **NOTE: All materials above must be present at time of meeting.**

4. Once the Appeal Application is completed and signed by the Building Inspector, The Code Compliance Officer will bring the application to the Town Clerks Office where it will be recorded and stamp dated. At this time the applicant is scheduled onto the agenda for the next Zoning Board of Appeals meeting. **(The application must be stamped in at least 30 days prior to the next Scheduled meeting)**

NOTE: If an appeal application is incomplete or mis-advertised for any reason the application will be re-advertised and scheduled for the next Zoning Board of Appeals meeting.

5. Notice will be sent to the applicant, all abutters, and the local newspaper describing the scope of the request, date, time and location of the Zoning Board of Appeals meeting. **The applicant, attorney, and/or representative must be present at the hearing.**

NOTE: The applicant is responsible for an additional fee for the cost of newspaper advertisement. The bill will be directly mailed to the applicant by the Newspaper Company.

Stating your case to the Zoning Board of Appeals- On the night of the hearing the applicant will be asked to appear before the board. Describe in detail what you propose to build, add onto, and/or modify. Photographs and letters of support from abutting property owners may be submitted.

Upon a Decision being reached by the Zoning Board of Appeals- the board is then allowed fourteen (14) days to prepare said decision, obtain signatures of Board members, record, stamp date and file with the Town Clerks Office. Upon recording by the Clerks Office there is a twenty (20) day waiting period beginning the day after it is received by the Town Clerk's Office, during this time any person aggrieved by the decision of the Appeals

Board may file an appeal with the Court to overturn the Appeal Boards decision. It shall be the responsibility of the applicant or representative to record such decision at the Registry of Deeds and obtain a receipt for same.

No construction, demolition or alterations specific to the Appeals Application may proceed until after a decision by the Zoning Board of Appeals has been prepared, recorded with the Norfolk County Registry of Deeds in Dedham, Ma. and a Building Permit is applied for and issued by the Inspections Department.

Norfolk County Registry of Deeds
649 High Street
Dedham, Ma.

Should you have any questions concerning anything contained in these instructions, please contact the Inspections Department at 781-794-8070.

**BOARD OF APPEAL UNDER THE ZONING BY-LAW
BRAINTREE, MASSACHUSETTS
APPLICATION**

**TYPE OR PRINT CLEARLY AND FILE WITH ALL MATERIALS NOTED ON
THE COVER PAGE.**

Fee:_____ Date Rec._____ File:_____

_____(_____)_____

Applicant Name

Phone Number

Applicant's Address

Property Address

Assessor's Plan Number / Plot number

When was property acquired ?_____ From Whom ? _____

Land Area:_____Sq.Ft. Single Family_____ Multi-Family_____ Other_____

Has any previous appeal been made ? Yes_____ No_____ Case No._____

If yes, what relief was requested? _____

Granted_____ Denied_____

Applicable Section(s) of Zoning By-laws_____

Nature of Request: _____

Note: It should be understood that if the above questions are not answered completely,
the applicant is on notice that this appeal could be rejected for lack of information.

Attorney's Name

Address

Phone Number

Date:_____ Signature of Applicant or Attorney:_____

TO BE COMPLETED BY BUILDING INSPECTOR

Date Building Permit Requested_____ Date Building Permit Denied_____

Land Zoned_____ Reason for Denial_____

Date:_____ Signature of Building Inspector_____

Board of Appeal Under The Zoning By-Laws
Braintree, Massachusetts
Abutters List

Date: _____ Locus Map & Lot _____

Address of Property: _____

Name of Applicant: _____

Address: _____

Telephone # _____

Cell # _____

Map/Lot

Location of Property

Owners Name / Address

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There is no text or other markings on the paper.